

An Overview of Legislative Continuity of Government and Operations Planning

“Picking up the Pieces after Katrina & Rita”

2006 National Conference of State Legislatures
Nashville, Tennessee

Past Two Hurricane Seasons in Florida

2004 Season

- 8/13/04 - Hurricane Charley – Category 4
- 9/05/04 – Hurricane Frances – Category 2
- 9/16/04 – Hurricane Ivan – Category 3
- 9/26/04 – Hurricane Jeanne – Category 3

2005 Season

- 7/10/05 – Hurricane Dennis – Category 3
- 8/25/05 – Hurricane Katrina – Category 1
- 9/20/05 – Hurricane Rita – Category 2
- 10/24/05 – Hurricane Wilma – Category 2

Continuity of Operations Planning

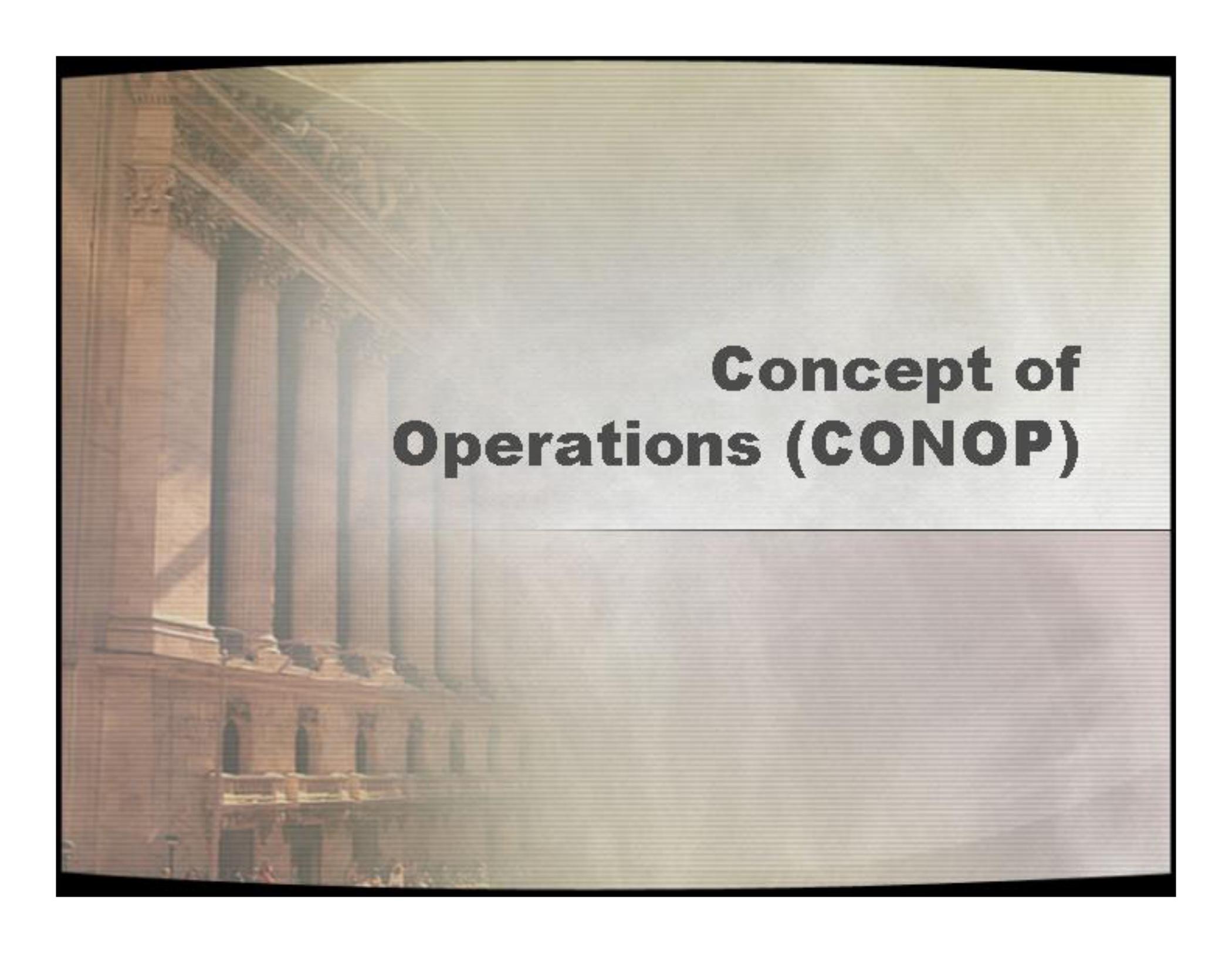


Purpose of COG/COOP Legislative Operations Recovery Plans

- To establish a specific operational guide for the re-establishment of constitutionally required duties of the legislature in the event:
 - A situation renders legislative facilities or surroundings unusable for an extended period of time, **OR**
 - A situation in which a large number of members of the legislature are unable to perform their constitutional duties or powers.

Purpose of COG/COOP Legislative Operations Recovery Plans

- Provide for implementation of any long-term operations that may be required as a result of an emergency or catastrophic event. Consideration should be given to the following:
 - Evacuation protocol
 - Time frame for recovery period
 - Alternate locations for re-establishing operations
 - Security provisions
 - Administrative, personnel and fiscal requirements
 - Provisioning, medical and equipment needs



**Concept of
Operations (CONOP)**

Concept of Operations (CONOP)

- CONOP Objectives
 - Develop a COOP that provides a high level of readiness for ANY emergency situation or condition that may impact ongoing legislative operations.
 - Design CONOP for implementation of COOP with or without warning.
 - Prepare for operational off-site activation of COOP for quick resumption of legislative activity.

Concept of Operations (CONOP)

- CONOP Objectives

- Provide for means to maintain emergency status for a minimal prescribed timeframe.
- Work cooperatively with federal, state and local agencies involved in crisis management and recovery operations.

- FEMA – Federal Emergency Management Agency
- SBA – Small Business Administration
- DHS – Department of Homeland Security

Concept of Operations (CONOP)

- Planning Considerations for COOP
 - Determine evacuation protocol for legislative facilities.
 - Establish chain-of-command protocol for notification and implementation of Legislative COOP.
 - Determine locations where presiding officers of the legislature are to report when an emergency event occurs.

Concept of Operations (CONOP)

- Planning Considerations for COOP
 - Determine where the Legislative Operations Ready Site (LORS) will be located.
 - Delineate who the members of the LORS team are, and how they are notified of COOP activation.
 - Determine means to establish short-term intermediary communication with all legislative members and staff.

Concept of Operations (CONOP)

- Planning Considerations for COOP
 - Develop instructions for work assignments, work locations and schedules for reporting to duty according to response levels for all employees.
 - Develop methods of communicating these instructions to employees (i.e., telephone recorded message, call-in telephone system, phone-trees, Internet notification).

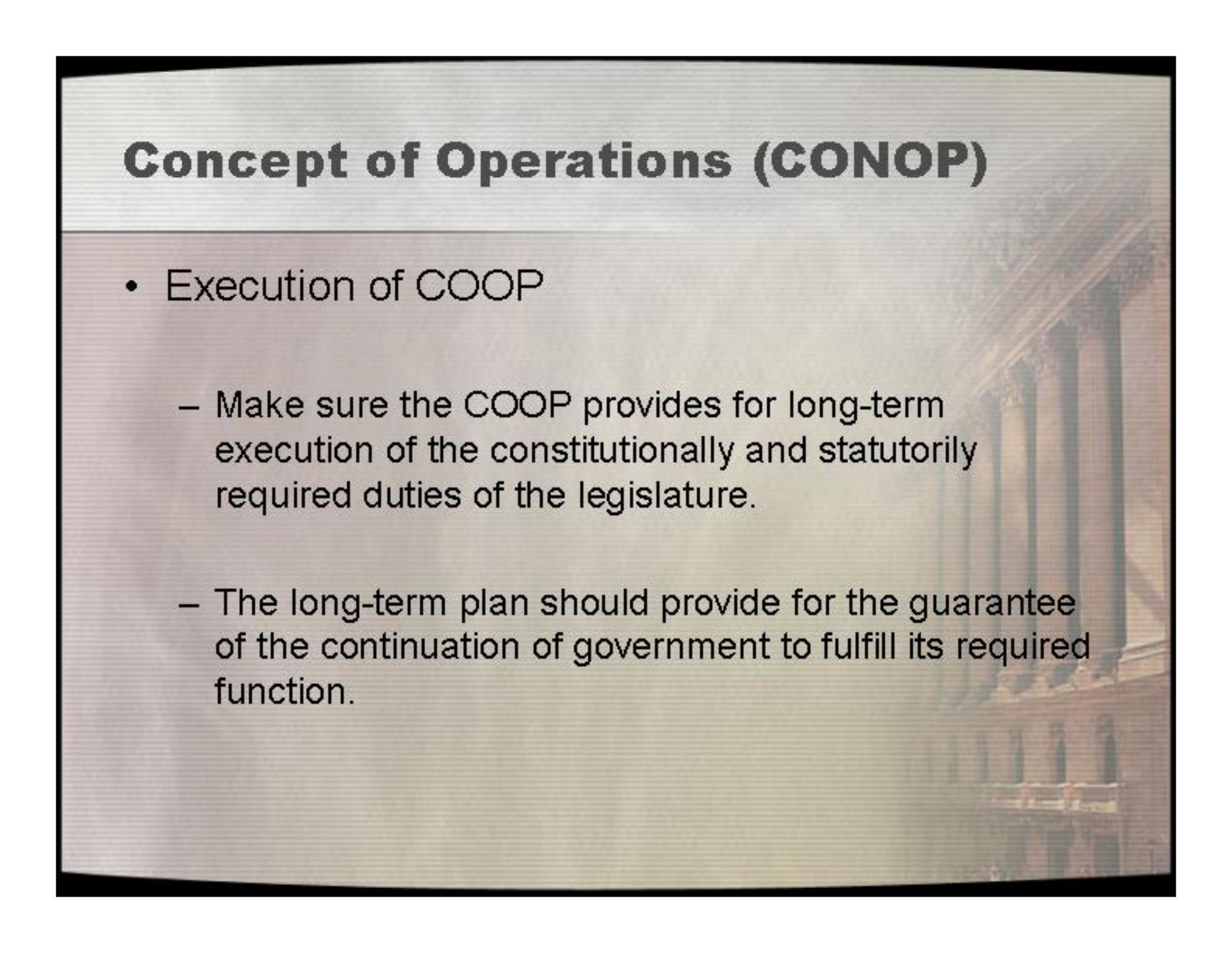
Concept of Operations (CONOP)

- Planning Considerations for COOP
 - If an emergency legislative session is imminent, operational and logistical preparations must be completed within a pre-determined timeframe from the time of activation of COOP.
 - Prepare for a possible move to an alternate permanent facility, should legislative facilities remain unavailable for ongoing operations.

Concept of Operations (CONOP)

- Execution of COOP
 - Determine who gives the “order to activate” COOP and how that determination is derived.
 - Make sure COOP provides for implementation of an immediate emergency response plan.
 - The immediate emergency response plan should be equipped to ensure protection and safety of personnel and to restore communications capabilities and critical operations of the legislature.

Concept of Operations (CONOP)



- Execution of COOP
 - Make sure the COOP provides for long-term execution of the constitutionally and statutorily required duties of the legislature.
 - The long-term plan should provide for the guarantee of the continuation of government to fulfill its required function.

Concept of Operations (CONOP)

- Time-Phased Implementation of COOP
 - Within six hours of an event, communications and command infrastructure should be operational and instructions given to all affected legislative staff. Efforts should be underway to account for all legislators and staff.
 - Within 24 hours, presiding officers, in consultation with legislative leadership and the Executive Branch, should determine the necessity of convening an emergency legislative session.

Concept of Operations (CONOP)

- Time-Phased Implementation of COOP
 - Within 48 hours, the Legislative Operations Ready Site (LORS) team should be equipped to provide skeletal infrastructure, personnel and technology for a legislative session to be convened.
 - Upon completing assessments of threat conditions, physical condition of legislative facilities, and other abiding factors, recovery options must be determined.

Concept of Operations (CONOP)

- COOP Alternate Relocation Sites
 - Determine location where primary LORS and all back-up secondary and tertiary sites will be established within the:
 - Immediate area –10 to 20 mile range of legislative facility
 - Intermediate area –250 mile perimeter of legislative facility
 - Long-range area –500 mile perimeter of legislative facility

Concept of Operations (CONOP)

- COOP Alternate Relocation Sites
 - Establish “memorandums of agreement” or contract agreement terms with potential relocation sites.
 - Establish pre-positioned resources at relocation sites (i.e., interoperable communication systems, security, means of transportation, lodging, food/beverage, medical services, office supplies, furniture/equipment etc.).

Concept of Operations (CONOP)

- Mission Essential Functions
 - Determine the location, collection, protection and delivery of all documents essential to your operations (i.e., laws and statutes, directories, contracts, vouchers for supplies and services, personnel data, electronic forms, etc.).
 - Establish interoperable communications capability.
 - Telephone services – voice, facsimile, cellular
 - Computer services and data transmission
 - Satellite connectivity

Concept of Operations (CONOP)

- Mission Essential Functions
 - Identify operational capability requirements for the legislature, including personnel and other administrative functions.
 - Establish and maintain off-site caches of data, communications, office operations and life support supplies or supply lines.
 - Provide production means for mission essential documents for a legislative session (i.e., bills, amendments, journals, etc.).

Concept of Operations (CONOP)

- Mission Essential Functions
 - Establish ongoing security measures for legislators and staff.
 - Delineate who is responsible for mission essential functions.
 - Administrative records and functions
 - Logistics, operations and security
 - Documents and legislative session activities

Concept of Operations (CONOP)

- Other Considerations
 - Warning Conditions and Alerts – when, what, how
 - Direction and Control – who and how
 - Operational Hours/Notification – what, when, how
 - Training and Preparedness Drills



Responsibilities and Procedures

Responsibilities and Procedures

- State Emergency Response Team (SERT)
 - SERT is responsible for coordinating all resource aspects of state government in response to emergencies.
 - Legislative SERT liaisons are responsible for assuring the flow of communications between leadership and other branches of government are effectuated.

Responsibilities and Procedures

- State Emergency Response Team (SERT)
 - Legislative SERT liaisons are responsible for locating the legislative leadership in an emergency condition and for providing for their immediate protection and accessibility to the SERT.
 - Leadership accessibility to the SERT may be provided by:
 - Physical presence at State Emergency Operations Center
 - Via secured communications through Local Emergency Operations Centers throughout the state

Responsibilities and Procedures

- LORS/Alternate Facility Manager
 - Responsible for activating operations at the alternate site. Activation of the site would encompass the following actions:
 - Make pre-determined space ready for occupancy for LORS team upon notification.
 - Make available, parking accommodations for legislators and LORS staff.
 - Ensure furnishings and/or equipment necessary for operations are in place and ready for use by LORS team.
 - Ensure infrastructure for data/voice communications systems is available and ready for use by LORS team.

Responsibilities and Procedures

- LORS/Alternate Facility Manager
 - Responsible for providing the LORS Administrator with the following provisions:
 - Contact information for janitorial services, climate control, electrical and plumbing repairs.
 - Building keys to workspace within the facility.
 - Site location plans, delineating space utilized by LORS team. These plans should identify locations of all secure access points, screening points for deliveries, emergency exit routes, restrooms, and other areas of common use.

Responsibilities and Procedures

- Personnel Coordination
 - Assign legislators and staff to various “Recovery Response Activation Levels” designed to reintroduce recovery operations in time and space phases.

Possible activation levels may include:

Responsibilities and Procedures

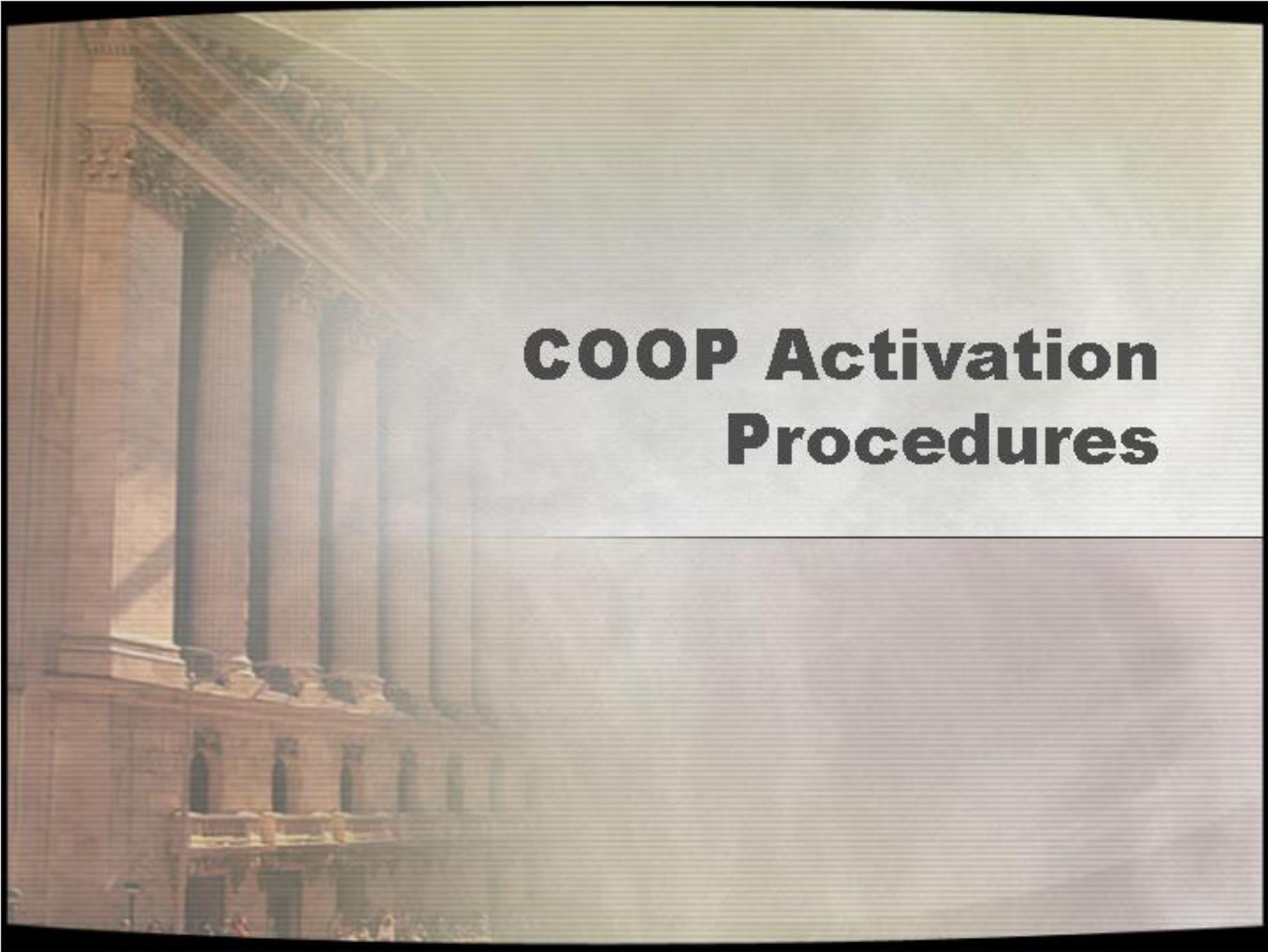
- Level 1: High Threat Management Response Team
 - Essential legislative leadership personnel assigned to report immediately to the LORS and EOC to begin immediate emergency operations.

- Level 2: Intermediate Operations Recovery Team
 - Essential personnel assigned to provide assistance from satellite locations once initial operations have been established at Level 1.

- Level 3: Off-site Location Operations Team
 - Essential personnel required to convene an emergency legislative session at an alternate location.

Responsibilities and Procedures

- Legislative Office Operations
 - Identify critical functions and internal documentation that is unique to the office operation.
 - Prepare office instruction manuals, which includes guidelines for unique or specific operations within the office.
 - Collect and prepare contact lists of all office personnel and other essential personnel, who have jurisdictional connection with office operations.
 - Store all office documents and documentation at a secured off-site location, and ensure that all information is regularly updated and maintained.



COOP Activation Procedures

COOP Activation Procedures

- Alert and Notification Procedures
 - Describe precisely, each step of the alert and notification process from start to finish.
 - Identify who is responsible for initiating each step of the alert and notification process, and delineate each of their specific roles as it relates to the notification process.

COOP Activation Procedures

- Activation Procedures for Duty and Non-duty Hours
 - Define procedures precisely, as to how activation would occur during normal work hours and after hours.
 - Describe step by step, how activation would be initiated and by what means each of these steps would be accomplished (i.e., who provides protective services detail, transportation, delivery of equipment and supplies, mobile communications, and how are they provided).

COOP Activation Procedures

- Other Procedures to Consider
 - Deployment and Departure Procedures (Time-phased Operations)
 - Transition to Alternate Operations Procedures
 - Site-Support Responsibilities and Procedures

Who, What, When, Where and How

Effects of Katrina & Rita



- Impact on legislative operations in Louisiana and Mississippi
- The unexpected challenges encountered
- Lessons learned